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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 22, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-05

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Retirement Annual Reporting of Sick Leave

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL by August 31st of each year. Since August 2008, the Office of Information Services (OIS) has submitted the information for ISIS HR paid agencies via data file by August 31st; however, for the 2009-2010 fiscal year, the data file will not be submitted by OIS until after the implementation of the LaGov ERP project. It is anticipated that the file will be available in October 2010. TRSL has been made aware of this change and has approved the deadline extension. OSUP will notify agencies by OSUP Memorandum when the file has been submitted and provide further instructions on how to review the information reported.

If you have any questions, please contact a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Wendy Eggert	342-0714	Penny Jones	342-2053
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APH:WRE/pbh